

**DEPARTMENT OF SOCIAL AND HEALTH SERVICES  
MEDICAL ASSISTANCE ADMINISTRATION  
Olympia, Washington**

**To:** Private Duty Nurses  
Managed Care Plans  
Regional Administrators  
CSO Administrators

**Memorandum No: 02-54 MAA**  
**Issued:** June 1, 2002

**For Information Contact:**  
1-800-562-6188

**From:** Douglas Porter, Assistant Secretary  
Medical Assistance Administration (MAA)

**Supersedes:** 01-46 MAA

**Subject: Vendor Rate Increase for Private Duty Nursing (PDN) Services for Children**

**Effective for dates of service on and after July 1, 2002**, the Medical Assistance Administration (MAA) will implement a one and one-half (1.5) percent vendor rate increase for PDN services as authorized by the 2001-2003 Biennium Appropriations Act. This rate increase applies to private duty nurses who provide services for children in the home, group homes, or transitional (nonpermanent) care settings.

Attached are replacement pages 15-16 for MAA's Private Duty Nursing for Children Billing Instructions, dated September 2000.

Bill MAA your usual and customary charge. Reimbursement will be the lower of the billed charge or the maximum allowable fee.

To obtain MAA's billing instructions and/or numbered memorandums electronically, go to MAA's website at <http://maa.dshs.wa.gov> (click on the Provider Publications/Fee Schedules link).

## How do I bill for services provided to PCCM clients?

When billing for services provided to PCCM clients:

- Enter the referring physician or Primary Care Case Manager (PCCM) name in field 17 on the HCFA-1500 claim form; and
- Enter the seven-digit identification number of the PCCM who referred the client for the service(s) in field 17a. If the client is enrolled with a PCCM and the PCCM referral number is not in field 17a when you bill MAA, the claim will be denied.

## What records must be kept? [Refer to WAC 388-502-0020]

Enrolled providers must:

- Keep legible, accurate, and complete charts and records to justify the services provided to each client, including, but not limited to:
  - ✓ Patient's name and date of birth;
  - ✓ Dates of service(s);
  - ✓ Name and title of person performing the service, if other than the billing practitioner;
  - ✓ Chief complaint or reason for each visit;
  - ✓ Pertinent medical history;
  - ✓ Pertinent findings on examination;
  - ✓ Medications, equipment, and/or supplies prescribed or provided;
  - ✓ Description of treatment (when applicable);
  - ✓ Recommendations for additional treatments, procedures, or consultations;
  - ✓ X-rays, tests, and results;
  - ✓ Dental photographs/teeth models;
  - ✓ Plan of treatment and/or care, and outcome; and
  - ✓ Specific claims and payments received for services.
- Assure charts are authenticated by the person who gave the order, provided the care, or performed the observation, examination, assessment, treatment or other service to which the entry pertains.
- Make charts and records available to DSHS, its contractors, and the US Department of Health and Human Services, upon their request, for at least six years from the date of service or more if required by federal or state law or regulation.

# Fee Schedule

**Bill Your Usual and Customary Fee**  
**All Procedure Codes Require Prior Authorization**  
**These rates are effective with dates of service on or after July 1, 2002.**

<b>State-Unique Procedure Code</b>	<b>Description</b>	<b>Maximum Allowable Fee</b>
8928H	Private Duty Nurse - RN, per hour	\$31.14
8929H	Private Duty Nurse – RN, per hour, <b>holiday*</b>	\$42.05
8930H	Private Duty Nurse - LPN, per hour	\$24.03
8931H	Private Duty Nurse – LPN, per hour, <b>holiday*</b>	\$32.42
8932H	Private Duty Nurse - RN - second client; same home, per hour	\$15.57
8933H	Private Duty Nurse - RN - second client; same home, per hour, <b>holiday*</b>	\$21.03
8934H	Private Duty Nurse - LPN - second client; same home, per hour	\$11.99
8935H	Private Duty Nurse - LPN - second client; same home, per hour, <b>holiday*</b>	\$16.22
8936H	Private Duty Nurse - RN - third client; same home, per hour	\$10.37
8937H	Private Duty Nurse - RN - third client; same home, per hour, <b>holiday*</b>	\$14.00
8938H	Private Duty Nurse - LPN - third client; same home, per hour	\$8.00
8939H	Private Duty Nurse - LPN - third client; same home, per hour, <b>holiday*</b>	\$10.81

**Please make sure that the units for each line are whole numbers.**

**\*Paid holidays are limited to:** New Year's Day, Martin Luther King Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, and Christmas Day.



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